



Neighborhood Cleanup Program

**ANNUAL TRAINING**

# THE PROCESS

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- ✖ OCI sends applications by mail or by link to web page in mid-December
- ✖ Applications due back to OCI by February 15 but are still accepted after that date
- ✖ Cleanup dates reserved on first come first served basis – early submission increases chance of getting preferred date
- ✖ Confirmation of date immediately given to neighborhood contact person by e-mail or phone call
- ✖ Equipment requested by OCI 30 days prior to cleanup
- ✖ Copy of cleanup order sent to contact person as soon as ordered
- ✖ Most cleanups monitored by neighborhood associations (exception: first time participants, neighborhoods who haven't held a cleanup event in many years)

# THE CITY'S ROLE

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- ✖ Update cleanup information and application and e-mail/mail to neighborhood groups – OCI
- ✖ Receive applications and schedule the cleanup dates – OCI
- ✖ Communicate with neighborhood groups – OCI
- ✖ Order equipment – OCI through Public Works
- ✖ Provide budget for equipment – Public Works, Neighborhood Improvement Services, Career Development
- ✖ Provide tire truck and driver – Public Works

# ROLE OF THE NEIGHBORHOOD GROUP

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- × Choose the cleanup area
- × Submit the completed application
- × Recruit and organize volunteers
- × Notify neighbors by flyer/newsletter
- × Monitor the cleanup
- × Keep track of the equipment
- × Complete the cleanup report form and return it to OCI (very important for tracking, reporting, contractor payment and future planning)

# WHERE TO LOCATE CLEANUP INFORMATION

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- ✖ Go to the City's Website using this link:  
[http://www.wichita.gov/CityOffices/OCI/neighborhood\\_inspection/NeighborhoodCleanup.htm](http://www.wichita.gov/CityOffices/OCI/neighborhood_inspection/NeighborhoodCleanup.htm)
- ✖ PDF documents are at the bottom of the web page
  - + Cleanup Information packet and application
  - + Cleanup report forms
  - + Tips
  - + Cleanup training PowerPoint



# ORGANIZATIONAL ESSENTIALS

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- × Notify the neighbors ahead of time
- × Recruit enough volunteers
- × Pick a good/safe location to start
- × Assign volunteers to specific jobs
- × Plan the cleanup route in advance
- × Ensure that the skids are continually monitored during the entire event
- × Allow time for filled skids to be picked up and replaced – call before full
- × Provide refreshments

# HOW TO MAKE THE CLEANUP SUCCESSFUL

- ✕ Make personal contact when delivering flyers
- ✕ Ensure flyers are not left outside cleanup area
- ✕ Identify people in need of assistance
- ✕ Have plenty of volunteers
- ✕ Get your Community Police Officer involved
- ✕ Pre-plan as much as possible
- ✕ Serve refreshments *after* the cleanup is over
- ✕ Make sure volunteers wear sturdy shoes and gloves

# PROBLEMS TO AVOID

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- ✗ Don't select too large an area for the cleanup
- ✗ Don't overwork volunteers
- ✗ Don't **ever** leave skids unattended
- ✗ Don't remove trash from private property without permission of the property owner/tenant
- ✗ Require residents to cut brush to 4 foot lengths and separate trash from yard waste and tires
- ✗ Limit number of tires to 4 per household
- ✗ Make sure no trash or tires left at end of cleanup (this can lead to illegal dumping in your area)



# A SPECIAL NOTE ABOUT TIRES

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- ✖ They should be kept separate from other trash
- ✖ They are picked up by the tire removal truck – the truck has to be requested, do not take tires if no tire truck
- ✖ They cannot be put in skids or in a packer truck
- ✖ Large implement tires should not be picked up
- ✖ Always wear gloves when handling tires
- ✖ A couple of volunteers are usually needed to help load tires on the truck
- ✖ Stack tires on rims separate from those off rims

# NOT ALLOWED AT THE CLEANUP

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- ✕ Appliances with refrigerants
  - + Refrigerators
  - + Freezers
  - + Air Conditioners
- ✕ Household Hazardous Waste
  - + Paint/Thinners
  - + Motor Oil/Gasoline
  - + Pesticides/Herbicides
  - + Yard or Household Chemicals

# WHERE TO TAKE HOUSEHOLD HAZARDOUS WASTE

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- × County Disposal Facility – 801 Stillwell  
(south of McCormick, east of Seneca)
- × Hours of Operation:
  - + Tuesday thru Friday: 9:00 a.m. – 5:30 p.m.
  - + Saturday: 9:00 a.m. – 3:00 p.m.

Individuals can take their own household hazardous waste to this site

# THINGS TO CHECK BEFORE YOU START

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- ✖ Make sure all scheduled equipment is on site, empty & in the right location
- ✖ Make sure there are adequate volunteers (approximately 5 per packer truck, 1 at each skid)
- ✖ Review requirements about hazardous waste/refrigerants with volunteers
- ✖ Verify route the cleanup will take
- ✖ Assign 2 people to tire pickup
- ✖ Assign the skid monitor/s & packer truck workers
- ✖ Make sure there are refreshments – water etc.
- ✖ Make sure volunteers are wearing gloves and appropriate footwear

# CLEANUP MONITORING RESPONSIBILITIES

- ✘ Fill out the cleanup report form completely and return it to the Office of Central Inspection within 7 days of the end of the cleanup event
- ✘ Check that packers are empty before starting
- ✘ Note if packer/s dumped during cleanup
- ✘ Note the time when each packer leaves for the last time
- ✘ Note how many skids filled/how full
- ✘ Note number of neighborhood volunteers
- ✘ Public Works will take care of counting the tires

NEIGHBORHOOD CLEAN-UP REPORT			
Cleanup Date _____	Association Name _____		
Start Time _____	End Time _____		
Equipment on Site (number): Packer/s _____ Skid/s _____ Tire Truck _____			
Time Packer Arrived on Site: # 1 _____		Empty on Arrival? Y N	
# 2 _____		Y N	
# 3 _____		Y N	
# 4 _____		Y N	
Number of Loads to Dump: Packer _____ Skid _____		Number of Tires _____ (Verify w/ tire truck driver)	
Time Packer/s Left Site (for last time) #1 _____		#2 _____	
#3 _____		#4 _____	
Packer load at end of Cleanup (i.e. full, half full) #1 _____ #2 _____ #3 _____ #4 _____			
Number of volunteers: _____			
Comments: _____			
_____			
_____			
Please note number of times equipment is taken to the transfer station and how full the loads were at the end.			
Monitor/Staff _____			

# MOST IMPORTANT

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- ✖ Keep volunteers safe

- ✖ Have Fun!!

